



## **INITIAL ACCREDITATION APPLICATION PROCEDURE**

**The procedures below represent the steps and general timeline for the accreditation process.**

- Prospective applicant submits letter of intent to the OPI
- School personnel meets with the OPI
  - Accreditation Manual reviewed (School must meet all standards)
  - School must submit course schedule(s), administrative schedule(s) with folio numbers, and teacher schedule(s) with folio numbers
- First on-site visit with OPI team may include, but not limited to:
  - An OPI Accreditation Staff Member
  - A District Superintendent
  - A School Principal
  - A Curriculum Coordinator
  - A Special Education Representative
- Follow-up report to school personnel from OPI team
- First progress report to the BPE
  - Public Comment
- Second on-site visit with same OPI team
- Follow-up report to school personnel from OPI team
- Second progress report to the BPE
  - Public Comment
- Third progress report to the BPE
  - Recommendation for Provisional Accreditation status from the OPI
    - ✓ Provisional Accreditation status has a three-year probationary period.
    - ✓ Any accreditation deviations resulting in Advice or Deficiency status during this period will result in the loss of Provisional Accreditation.
  - Public Comment
- BPE approval of Provisional Accreditation
- Annual OPI on-site follow-up visit each year for three years.
- After completion of three-year Provisional Accreditation, the OPI may recommend Regular Accreditation status to the BPE.